

Automation time-leak scorecard.

Fill this in before we talk. Score each job 0–3. Add the row. Highest total is usually the first workflow worth installing — not the flashiest one.

~4 MINUTES

PEN + HONEST NUMBERS

KEEP IT EITHER WAY

How to score each job

Hours — team time per week

Rules — how repeatable / documentable

Pain — how much it frustrates people

Total — add three; highest first

Score key (0–3)

1. **0** rare / fine as-is

2. **1** mild, under ~2 hrs/wk

3. **2** regular weekly drain

4. **3** heavy, every week

JOB THAT EATS THE WEEK	WHAT IT LOOKS LIKE	HOURS	PAIN	RULES	TOTAL
Customer replies	Same FAQs, order status, “still available?”	☐	☐	☐	☐
Lead follow-up	Enquiries go cold; no day-1 / day-5 chase	☐	☐	☐	☐
Invoices & chasing	Overdue nudges, payment status updates	☐	☐	☐	☐
Reporting	Weekly numbers, owner updates, copy-paste	☐	☐	☐	☐
Intake & booking	Forms, calendars, who should see what	☐	☐	☐	☐
CRM / admin	Logging calls, stages, spreadsheet fixes	☐	☐	☐	☐
Your wildcard		☐	☐	☐	☐

Rank your top three

1

2

3

Rule: high hours + high rules first. High pain + low rules usually needs a person, not software.

Bring this to the call

- Your #1 total and hours/week
- Who does it today (role is enough)
- Tools already in use
- What must never send without a human OK

No tech setup on your side. We map it and pick what ships first.

Free 15-minute build review

Leave with three time leaks mapped — whether we build or not. Sensitive actions stay behind human approval. Typical live install: 7–14 days.

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